



An opportunity to join an 'outstanding' all through academy.

PRIMARY SCHOOL Head's PA & Office Manager

CANDIDATE INFORMATION PACK

November 2019

Dear Candidate

We are seeking to appoint a highly motivated, enthusiastic, organised and reliable PA/Office Manager to compliment the Primary Operations Team.

Ark Academy is a school with high standards, high expectations and is underpinned by our core values: Civitas, Excellence, Perseverance and Participation. Our goal is that every student, regardless of their background or privilege, can go to higher education or the career of their choice and participate fully in our democratic society.

Our core value is Civitas and we teach children to be caring, polite, conscientious and motivated members of society. We want our children to aim high and be happy, successful citizens.

Ark Academy is an all-through academy and we pride ourselves on being a part of a bigger picture of a child's education that can run from nursery all way through to sixth form. The ethos of the academy is the same in all sections of the school – a positive, aspirational and nurturing environment. Our staff put the needs of the children first and is focused on their progress. We value teamwork and professional development very highly so that we can do the very best job that we can for the children. We see the front office as the key interface between the school and our community – the school can only be as good as our parents think and the office team set the tone of the school at every interaction with parents.

This role is primarily on leading the office team and supporting the Headteacher. The successful candidate will provide administrative support to the school office, lead on matters of attendance and support with reception and medical duties as needed. The role is a very fulfilling one and the team and great people to work with. Visits to our school are very much encouraged - to arrange a tour of the school please call 0208 385 4371.

To apply, please complete the online application by 9am Monday 9 December 2019. If you would like to discuss the role in more detail, please contact Peter Watkins on 020 8385 4371 or p.watkins@arkacademy.org

Applications will be reviewed on a rolling basis, so early application is encouraged. Only shortlisted candidates will be contacted.

We wish you the best with your application

Peter Watkins
Primary Headteacher



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

Job Description: Primary Head's PA/Office Manager

Reports to: Primary Headteacher

Start date: ASAP

Salary: Ark Support Staff Band 7

Contract: Term time only, 40 hours per week 40 weeks per annum (FTE = 0.98%)

The Role

- To provide a high standard of secretarial and administrative support to the Headteacher, enabling them to operate in a highly efficient manner.
- To manage the smooth running of the Primary School office and lead the office team
- The role holder may have autonomy to make some decisions on behalf of the Primary Headteacher.
- To support the headteacher directly with all matters relating to attendance and punctuality.

Key responsibilities

PA to the Headteacher

- To support the Primary Headteacher in a full administrative capacity, including:
 - setting up efficient and effective office management systems such as filing, answering the phones and organising correspondence
 - managing the Primary Headteacher's diary and appointments
 - producing correspondence, reports and letters and where appropriate, confidential correspondence and reports
 - dealing with all telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the academy
 - making maximum use of the academy's information and communications technology including the network for diary management, the input of data and written communications
- To establish a neat, organised, business-like office environment and promoting good relationships with staff
- To meet and greet the Primary Headteacher's visitors, displaying due courtesy and tact, in order to ensure that visitors are welcomed into a friendly and professional environment
- To arrange and assist with relevant meetings as requested, including room booking, liaison with the premises and catering team, preparation of materials and minute taking, in order to ensure their timeliness and smooth running.
- To assist the academy's Admissions Officer to arrange new intake interviews, including and maintaining an accurate record of the applicants and the processing of relevant documentation, to support the process of recruiting students
- To organise the distribution of publicity materials and application forms to feeder schools and individuals and receive and process incoming application forms, to assist in the efficiency of the academy's recruitment process

Office Manager

- To ensure internal and external perceptions of the Primary school and wider academy are managed and protected within favourable boundaries, maintaining confidentiality wherever appropriate
- To ensure a professional level of liaison with relevant parties, including ARK School staff, LAs, business and other partners, secondary schools and staff members
- To line manage the Primary Administrative Assistant and Receptionists, overseeing the day to day professional working environment and efficiency of the school office and being responsible for all aspects of their performance management.
- To liaise with the ARK Central HR team to ensure that safer recruitment procedures are followed when recruiting staff
- To undertake training and development relevant to the post and in line with the Academy's developing profile
- To undertake any task as directed by the Primary Headteacher or line manager
- To manage the school calendar
- To support in the management of pupil records for the Primary School and Nursery ensuring that all information is kept up to date and stored centrally on the school's electronic databases as well as maintaining hard copies that are easily accessible to all Primary school staff
- To administer first aid to the children as required and ensure all treatment is recorded, including accidents, and procedures for informing parents are followed in a timely and effective manner. Also to liaise with the school Nurse and other external support when necessary

Attendance

- to provide updates on attendance statistics to the headteacher
- to liaise with the Education Welfare Officer to arrange meetings with parents related to attendance and/or punctuality
- to carry out related follow-up actions from attendance meetings, including maintaining notes of meetings and issuing of formal warnings or penalty charges
- to monitor punctuality on an ongoing basis

Other

- To undertake training and development relevant to the post and in line with the Academy's developing profile
- To undertake any reasonable task as directed by the Primary Headteacher or the Senior Leadership Team as required

Person Specification:
Primary School: Head's PA & Office Manager

Qualification Criteria

- Maths and English GCSE or equivalent at grade C or above
- Right to work in UK.
- Relevant qualifications in office administration and IT applications desirable

Experience

- Experience of running effective administrative, clerical and financial systems within a school context
- Experience of a senior administrative role within school administration and management.

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Able to follow instructions accurately, but make good judgments and lead when required
- Hard working, conscientious and detail orientated
- Effective team worker; helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised, and able to work with minimum supervision
- Acts as a role model to staff and students
- Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude.

Other desirable training and skills

- Experience of diary management
- Excellent numeracy, particularly financial skills
- Willingness and ability to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion
- Excellent written and oral communication skills
- Highly computer literate, with particular skill in using Microsoft Office
- The ability to write clearly and concisely and to produce and maintain documents and systems.
- *Ability to prioritise workload and hit deadlines*

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The DNA of Ark Academy

ARK ACADEMY MISSION STATEMENT

Ark Academy has at its core the pursuit of highest standards possible in education. We believe in high aspirations, high motivation and high achievement for all. Through our extended curriculum and community life we seek to meet the needs of the whole person. Civitas – Citizenship – is at our core. We will build a community of civic pride and social justice in which all members are equally valued. We are committed to the service of young people and to helping them play their full part in society.

In light of this we aim to:

- *Provide every student with the knowledge, skills, self-belief and motivation to be successful in their learning and lives*
- *Welcome, value and respect all who come to the school*
- *Build a community based on justice and a sense of personal responsibility*
- *Provide opportunities for all to experience CIVITAS whilst developing a spirit of tolerance and understanding for all cultures, traditions and faiths*
- *Promote dialogue and co-operation with the wider community*

Our Driving Principles are:

- Excellence
- Citizenship
- Participation
- Persistence

Our goal

Our goal is that all students should be able to access higher education and participate fully in our democratic society.

Is based on the six pillars of Ark Schools and developed into our own unique 'feel' generated by a genuine buy in for our core values. Our values are also underpinned by our habits and 'the way we do things around here'. We believe that in Ark Academy the following principals are tangible and central to achieving our mission from reception through to Year 13.



1. HIGH EXPECTATIONS

A place of opportunity, a culture of aspiration and exceptional pupil outcomes

Students will develop the characteristics that support their academic achievement and will become thoughtful citizens who make good choices in their lives. We set very high expectations for all our pupils, whatever their starting point. We believe every child can realise their potential with the right teaching and support. Progress, from every starting point matters to us. We want every child at Ark Academy to do well enough to be able to go to secondary university or

pursue a career of their choice. We ensure that our pupils understand the wide variety of opportunities and pathways that are available to them.

- We hold high expectations for all our pupils. Nothing is as important as the work we do to impact on the learning and lives of our students – staff go the extra mile to make a difference.
- Our mission is alive and real – we inspire and inform children through our Ark Ambitions programme, giving children insight and opportunities throughout their journey through the whole academy.
- Great outcomes for children do not come without hard work. Staff and children know that we must work hard. Critical to this is maintaining a high expectation. This begins with details such as uniform – we do not allow children to walk past a staff member with an untucked shirt and uniform is checked every day. Handwriting is expected to be of a high standard.
- If we set the bar for our expectations high, the children will rise to meet them and so will we.

2. EXCELLENT TEACHING

First-class teaching underpinned by outstanding subject knowledge and a robust curriculum of carefully crafted lessons

Teaching and learning is the main thing. The promotion of high quality learning is at the heart of all our endeavours. We aim to inspire a future of passionate learners by delivering challenging and engaging lessons. Our teachers have both excellent subject knowledge and pedagogy and are passionate about challenging each child to engage, stretch themselves and develop a love of learning. We use data intelligently to support our planning and ensure teaching is meeting the needs of students and improving outcomes.

- For all of us here, we know that teaching and learning is, and will always be, the main thing. Despite everything that goes on to distract us, we must remember that the quality of teaching that the children receive is our biggest lever to success.
- We rigorously monitor staff and give regular feedback in a supportive and developmental manner. Opportunities for high-quality training are always available from within the school or from the Ark network.
- We achieve excellent teaching through teamwork - everyone wants to help everyone else be better at what we do. Teams plan together and have a strong focus on dialogue and teamwork. We know that to achieve our mission we must collaborate so that we are all part of a larger aim – to make sure that 2 + 2 is greater than 4.

3. EXEMPLARY BEHAVIOUR AND STRONG ETHOS BASED ON CIVITAS

Self-regulated pupils and embedded routines which foster a culture of continual learning and mutual respect

There is a compelling and inclusive moral purpose which drives the school forward and is represented by and reflected throughout the school by our motto and core value 'Civitas'. All members of our community recognise the meaning and spirit of Civitas and that we strive to reflect it in our daily lives. We want all our pupils to enjoy school and develop enthusiasm for learning alongside an understanding of their future role in society. Effective management and clear consistent routines ensure that we maximise the time for learning and pupils are taught to be self-disciplined and self-regulating.

- Ark Academy is a purposeful place of learning characterised by a respectful, orderly environment where teachers can focus on teaching and students on learning. We support one another and our students by the use of consistent routines.
- We are compassionately ruthless in ensuring that all students know and understand what is expected of them.
- Simply: consistency is king. We know that routines are a team game and we share and implement practices and routines across the school, working as a team to give our students a consistent experience and create an excellent climate for learning. As a result, our students will know that routines help create an excellent school.
- Our reward system is based on the four core values of: *civitas, excellence, persistence and participation*.
- All our students and staff know that Civitas is about being a better human being and we expect our students to develop as role models for those who follow them. We support Civitas in a variety of ways but significantly through our relationships.
- These permeate our school life and support our vibrant House System which supports team spirit, relationships and a positive school culture.

4. DEPTH FOR BREADTH

A knowledge rich curriculum and promotion of a growth mind-set which is underpinned by the principles of learning.

All pupils will secure firm foundation in English and mathematics and this underpins excellence in the other subjects. Our curriculum is rigorous and knowledge-based which is reinforced by regular assessments that cumulatively build students' knowledge. We offer a broad range of subjects from Early Years through to KS1, 2 and 3. We believe in bringing learning to life, indoors and out, with an emphasis on engaging and purposeful learning.

- Our curriculum is rich in knowledge and is based on engaging, linked and purposeful learning.

- Our reading, writing and maths programmes bring challenge, rigour and ensure that children go to secondary school with very strong foundations of academic achievement.
- High academic achievement in literacy and maths is important to us but so is the “whole child”. Our curriculum is broad and children engage in a wide variety of enrichment experiences, from debating to roller-disco, from the local park to famous universities.
- We have a wide variety of visitors and trips that enhance the children's experience through the primary phase.

5. KNOWING EVERY CHILD

Fostering relationships with pupils and families, enabling all individuals to flourish

Ark Academy values the diversity and inclusivity of our school. We know it is important that every pupil knows they are well known by their teachers, so that every individual can flourish. In Ark Academy we explicitly develop through our core values and our unifying motto, Civitas, the character and habits which support pupils' academic and personal development. Our pastoral system ensures that every child has an adult who will listen to them. Positive relationships between students and adults reinforce a culture where children are safe and maintain excellent behaviour and commitment to learning. Regular assessment enables us to know how children are doing and how we can help them improve. Full communication with parents ensures that we work in tandem in the best interests of the child.

- We value the strengths and individuality of all pupils. Relationships between the school, the family and the child are critical for us to achieve our goals. Anything that impacts relationships, impacts on learning
- Our teachers understand the most impactful intervention happens in the classroom knowing the class in front of you and ensuring their need is being met is our key commitment.
- We never give up and always look for solutions to comprehensively support groups or individual children who are at risk of under-achieving
- Part of a child's experience is a rigorous approach to assessment. We regularly assess children on an ongoing basis as well as our three main periods of formal assessments. Dialogue, data analysis and planning together ensures that we use this information to meet children's needs and move them forward as much as we can.

6. ALWAYS LEARNING IN ARK ACADEMY

Developing and nurturing talent through comprehensive tailored CPD for staff at all stages of their career.

We put professional development at the heart of what we do in Ark Academy. We are always learning. We are committed to identifying talent and nurturing individuals to create a community of exceptional teachers, highly skilled support staff, thoughtful managers and strategic leaders.

Excellent teaching is underpinned by high quality professional development which supports teacher progression. We are a community of learners. It is in our DNA to talk, observe, plan and reflect together. Throughout the school, we offer our "Ark Ambitions" programme alongside a range of practical and creative subjects in order to inspire and inform even our youngest pupils.

- Teaching is a craft we can always improve. We invest heavily in our provision of professional development. We know that this is the key to the development of our students and to us as educators. We also recognise that all teachers need their subject knowledge refreshing and developing.
- An Ark teacher is one that wants to improve. Every teacher has a mentor who will give weekly coaching and feedback. Weekly coaching is intrinsic to our practice and is a central focus of the senior leadership team.
- We develop our knowledge and skills in Ark Academy in a variety of ways that link together to provide a wide range of opportunities to learn both on the job and from experts. Our teaching practice is developed through weekly mentoring, the weekly training programme, weekly co-planning meetings, through observation and feedback and, where possible, through co-teaching working alongside more experienced professionals.
- Through our talk, training and observation we have a shared understanding and a common language that ensures the consistency of our agreed approach. We know the key conditions needed to create this community of learners are trust, risk-taking, collaboration, co-construction, common goals and shared values. All of these underpin our DNA.
- As a member of both our region and Ark Schools we have regular opportunities to share practice and train together, attend joint monitoring visits or collaborate within our subject area. We are also a member of The Prince's Teaching Institute which supports the development of subject knowledge.

ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosures

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

